

2020 New Employee Orientation Agenda – “B”

8:15 a.m. to 12 p.m. EST (Central office)*

Indiana State Personnel Department (INSPD) – Division of Learning & Development



Work for Indiana

Orientation begins promptly at 8:15 a.m. - please sign in upon arrival

Time		Item	Presenter
8:15am	8:35am	Orientation Overview	INSPD Learning & Development (L & D)
8:35am	8:50am	Emergency procedures and Capitol Police	INSPD L & D / Capitol Police
8:50am	9:35am	New Hire Paperwork and Required Online Training	INSPD L & D
9:35am	10:00am	Employee ID Badge Appointment/Break	Access Control Office
10:00am	10:40am	Benefits Overview	INSPD Benefits
10:40am	10:50am	Break/Benefits Questions	
10:50am	11:35am	Benefits (continuation)	INSPD Benefits
11:35am	11:50am	Wellness Program Overview	INSPD Wellness
11:50am	12:00pm	Questions/Release to Agencies	INSPD Learning & Development

Once “B” week orientation is complete, agency supervisor(s) and/or HR staff may meet employees to take them back to their agency. Each agency will determine the second half of their new employee’s tasks for day 1.

**Content and times are subject to change at the discretion of INSPD*

